Approved For Release 1999/09/20 : CIA-RDP78-035 BAOW0400180001-7

CONFIDENTIAL

20 October 1952 Chief, Classification & Wage Div. 25X1A9a MEMORANDUM FOR: 25X1A9a VIA Personnel Officer, FI Chief, RQM/OIS Reclassification of Four OIS Positions The RQM/OIS T/O was drawn up on the basis of predicting the Divisions duties, rather than from proveable experience. Minor modification now appears necessary. I therefore would appreciate action to reclassify the positions listed below: SIOT NO. PROPOSED TITLE PRESENT TITLE Administrative Assistant EditorGS-7 Secretary (Steno) Secretary (Steno). Secretary (Steno) I.O. Besearch Analyst. .GS-5 25X1A1a 25X1A9a

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Security Information

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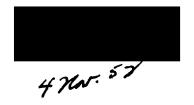
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This request was discussed with Mr. Deputy Chief Operational Intelligence Support Division, and in summary the duties of the positions are as follows:

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- (a) The Editor position will be responsible for the final review and editing of the special intelligence research studies and papers which are produced by the Research Panel for completeness, content clarity, conciseness, appropriateness of presentation, internal factual consistency, grammatical correctness, adequacy of tabular material, and will rewrite portions where content is not clear for better understanding. Also develop standard procedures for writing reports to ensure uniformity and supervises the control and reproduction of the above material.
- (b) The Intelligence Officer (Research Assistant) will conduct basic research and prepare preliminary studies on special intelligence subjects to aid the various area Specialists in the Research Panel who are responsible for producing special intelligence reports and operational support data. This will involve personal liaison and require working at the Library of Congress, CIA Library, and other places to collect data needed.

Recommend approval for the redesignation of the above positions.



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no hack. OFFICE OR STAFF \$78,03**5**68A00040 ∜80001-7 Page 1 of 2 Pages DELETIONS ADDITIONS NET CHANGE ORGANIZATION ORGANIZATION AND POSITION TITLE NEW BR. & ORGANIZATION AND POSITION TITLE SERIES & GRADE POSITION NO. SERIES & GRADE POSITION NO. DIV. TOTALS OPERATIONAL INTEL. SUPPORT DIVISION Office of the Chief OPERATIONAL INTEL. SUPPORT DIVISION Office of the Chief 25X1A1a 25X1A1a GS-0010-7 Adm Assistant GS-301-7 Editor Operations Research Panel Operations Research Panel GS-318-5 GS-318-5 GS-318-5 Secretary(Steno) Secretary(Steno) Secretary(Steno) GS-132-5 GS-132-5 Intel Officer Intel Officer GS-132-5 Intel Officer NEW OFFICE TOTALS APPROVAL. ranceds as necessary. Retain this authority until new Please make changes on office machine printed T/O page(s) is 25X1A9a Chief, Class, & Wage Div. T/O CHANGE AUTHORIZATION FORM NO. 30-25